

HISD | Becoming #GreatAllOver

Special Education Video/Audio Monitoring Incident Review Access Process

An incident has been reported and a request completed via the Special Education Video/Audio Monitoring Incident Report Form. The form is submitted to the campus principal reporting an incident and/or requesting to view the video. (*Note: An incident can be reported by anyone.*)

1. Campus principal confirms the form/request is completed in its entirety and the requester is a parent/legal guardian of the student or below to view the video as per District Policy EHBAF (Legal):
 - Parent/Legal Guardian
 - Staff Member
 - District Administrator

2. Campus principal approves or denies the request for video viewing depending on the description of the incident. If the request is denied, requester will be notified of the denial.

APPROVAL TO BE DONE WITHIN THREE (3) SCHOOL DAYS OF RECEIPT OF FORM

3. Campus principal scans and emails the approved Special Education Video/Audio Incident Report Form to email distribution group at Spedvideo@houstonisd.org informing that a request for video viewing has been received. The recipients include:

- | | |
|--|--------------------------------|
| • Superintendent of Schools | • Chief School Officers |
| • Chief Academic Officer | • Officer of Facility Services |
| • Assistant Superintendent for Special Education | • Chief of Police |
| • Chief Operations Officer | • General Counsel |

SUBMISSION TO BE DONE WITHIN THREE (3) SCHOOL DAYS OF RECEIPT OF THE INCIDENT FORM

4. Campus principal contacts Facilities Services Security Maintenance to “retrieve” the video and blur other persons for confidentiality. The contact email is HISDSecurityCameras@houstonisd.org

FACILITIES SERVICES SECURITY MAINTENANCE WILL PROVIDE VIDEO TO CAMPUS PRINCIPAL WITHIN FIVE (5) SCHOOL DAYS OF APPROVAL AND NOTIFICATION

5. Campus principal will set a date and time for the initial viewing which can include the following staff:

- Campus principal / campus principal designee
- District administrator trained in de-escalation and restraint techniques
- A school nurse

NO LATER THAN FIVE (5) SCHOOL DAYS FOLLOWING THE DATE OF THE WRITTEN REPORT OF AN INCIDENT

6. Campus principal will contact any of the following departments below if the initial viewing determines an investigation is appropriate:

- HISD Police
- HISD Human Resources
- HISD Legal Department
- Department of Family Protective Services
- Various State Agencies

7. Response to viewing:

- If a person viewing the video believes the recording documents a possible violation of the Family Code, this person shall notify Department of Family and Protective Services.
- If the person viewing the video determines that a recording documents a violation of district or school policy, this person may allow access to the recording to appropriate legal and human resources personnel.
- A recording determined to document a violation of district or school policy can be used as part of a disciplinary action against district or school personnel and can be released at the request of the student's parent/guardian in a legal proceeding.
- Any indication of physical abuse shall be forwarded to Houston ISD Chief of Police for investigation. If the incident does not rise to the level of criminal charges, the issue shall be forwarded to the appropriate supervisor for an administrative investigation.
- Any indication of violation of district or school policy shall be forwarded to the Legal department and/or to Human Resources.

8. Campus principal will notify requester with determination and if applicable, date, time and location of when the viewing will occur.

A school district shall release a recording for viewing by:

- A school district employee or a parent or guardian of a student who is involved in an incident documented by the recording for which a complaint has been reported to the district, on request of an employee, parent, or guardian, respectively;
- Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged or suspected abuse or neglect of a child under Family Code 261.406;
- A peace officer, a school nurse, a district administrator trained in de-escalation and restraint techniques as provided by commissioner's rule, or a human resources staff member designated by the board in response to a complaint or an investigation of district personnel or a complaint of abuse committed by a student; or
- Appropriate agency or State Board for Educator Certification personnel or agents as part of an investigation.

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9. Each viewing by requester will include one or more of the following HISD staff:

- Campus principal / Campus principal designee
- District administrator trained in de-escalation and restraint techniques
- A school nurse

10. Campus principal will communicate to appropriate officials and parent/guardian the outcome of the investigation and, if applicable, the plan of resolution.

WITHIN TWENTY (20) SCHOOL DAYS OF THE VIEWING